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ABSTRACT

This booklet outlines policy options that Texas school districts can use to develop consistent credit-granting policies for migrant students who arrive late or withdraw early during the school year. In addition to advocating grading of migrant students consistently and fairly, the goal of the policies is to enhance the graduation rate of migrant and other transitory students by providing options for completing courses and graduation requirements. The booklet describes specific procedures for: (1) transferring students' grades from one school to another; (2) enabling students to complete course work missed due to late entry (tutoring, credit by examination, advanced placement examinations, auditing courses, and summer school programs); and (3) enabling students to complete work missed due to early withdrawal (giving credit when the student enrolls in another school, completing course work early, and receiving an incomplete grade). Appendices include samples of existing credit-granting policies in Texas, including a delayed completion plan, evening and summer completion plans, tutorial programs, auditing courses, and early completion plans; early withdrawal forms; and verification of migration forms. (LP)

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LATE ENTRY/EARLY WITHDRAWAL POLICY HANDBOOK

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LATE ENTRY/EARLY WITHDRAWAL
POLICY HANDBOOK

BY

TEXAS EDUCATION AGENCY
DIVISION OF SPECIAL PROGRAMS

TEXAS MIGRANT INTERSTATE PROGRAM
PHARR, TEXAS

LATE ENTRY/EARLY WITHDRAWAL POLICY HANDBOOK

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LATE ENTRY/EARLY WITHDRAWAL
POLICY HANDBOOK

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TEXAS EDUCATION AGENCY

DIVISION OF SPECIAL PROGRAMS

TEXAS MIGRANT INTERSTATE PROGRAM

PHARR, TEXAS

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PREFACE

This **"Late Entry/Early Withdrawal Policy Handbook"** grew out of a need for Migrant Program practitioners and administrators to have access to uniform and consistent policies with regard to students who arrive late and withdraw early during the school year. The intent of the handbook is to provide practitioners with alternatives and options when formulating and adopting credit granting policies. This handbook also addresses the specific needs of migrant students who require a more specific process because they must constantly readjust to a variety of educational environments and administrative policies.

The development of this handbook should not be viewed as a panacea for migrant students' late entry/early withdrawal problems. It should, however, be considered a strategy for enhancing migrant student graduation rates by promoting supportive policies and alternatives for migrant and other transitory students. These guidelines and other strategies/alternatives will assist the students as they make transitional academic adjustments.

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INTRODUCTION

One responsibility of the school district, as stated in House Bill 72, is to "develop policies for awarding credit to students who are not enrolled for a complete grading period. Policies shall ensure that the student is treated fairly in terms of meeting the intent of this subsection." (75.169 Award of Credit, Grades Nine-12). In an effort to assist school districts in complying with this law and in meeting the specific needs of the migrant student, this booklet contains viable options which a school district may incorporate into its policies. These policies should meet the educational needs of the migrant student who enters school late and/or withdraws from school early.

In preparing a policy of this nature, the specific needs of the migrant student and the requirements of a school district must be taken into consideration. After attention is given to these issues, a policy acceptable to the school district and fair to the migrant student may be developed.

On the following pages are a rationale, goal, objectives, and several options that school districts can utilize in developing late entry/early withdrawal policies for granting credit.

RATIONALE

The migrant student is part of a special school population with unique needs due to migrating with their parents to pursue agriculture- or fishing-related employment. For many migrant students, a pattern of entering school late and/or withdrawing from school early has made it very difficult, if not impossible, to complete course requirements and/or credits to graduate from high school. Teachers and administrators have also struggled with a consistent procedure for obtaining and awarding grades for migrant students. Late entry/early withdrawal policies may be developed to provide an opportunity for the migrant student to achieve academic success, thereby providing him/her with a greater array of viable options in the future.

As with any other policy affecting students, the strong support and understanding of parents, students, teachers, counselors, and administrators is imperative to accomplish the intent and purpose of the policy.

GOAL

To enhance the graduation rate of migrant (and other) students who may enter late or withdraw early by providing them fair and consistent options to complete courses and achieve required credits toward graduation.

OBJECTIVES

To provide specific procedures for:

1. transferring students' grades from one school to another;
2. enabling students to complete course work missed due to late entry in school;
3. enabling students to complete course work missed due to early withdrawal from school; and
4. grading students consistently and fairly.

LATE ENTRY PROCEDURES

Transfer students who have been enrolled in another school during the current semester may be handled using the following options:

Type 1 - With grades:

When a student transfers from one district to another, the receiving school should request grade information from the sending school. Grades received may then be included in the average for the semester grade.

Type 2 - Without grades:

If, because of brief enrollment, grades are not available from the previous school, the student's grades may begin without penalty from the date of enrollment in the current school. His/her final average may be determined by the grades he/she earned after entering school and taking the semester exam.

Late enrollees include those students who enroll after the beginning of the school year but who have not been enrolled in any district during the current semester.

Type 1 Late Enrollee

When a student enrolls prior to a designated cut-off date (Example: the last day of the first six weeks of the semester), the following options may be used:

Option 1 - Migrant Tutorial Plan

Student may receive credit in a subject if he/she attends a migrant tutorial session(s) to complete make-up work and attends regular classes as recommended by a counselor. Migrant tutorials may be held before, during, or after school.

Option 2 - Migrant Personnel Plan

Migrant personnel in the district will obtain make-up assignments and/or exams from the foundation teacher and monitor the completion of the work. The make-up work should be completed by the end of the semester and given to the foundation teacher for evaluation.

Option 3 - Foundation Teacher Plan

Foundation teacher will work with student in assigning make-up work and the student will be responsible for completing the work by the end of the semester. Upon completion of the work, issuance of grades shall be the responsibility of the foundation teacher.

Option 4 - No Penalty Plan

NO penalty is to be given for work missed by migrant students. Grading will start from the date of ENTRY. The final average will be determined by the daily average and/or the semester exam.

Option 5 - Credit by Examination

Students who demonstrate mastery of over 70% of the Chapter 75 Essential Elements with a 70 or above grade, but who have not been enrolled for the entire grading period due to their migratory lifestyle, may earn credit by examination. The locally devised exam may be the end-of-semester exam. A student may be required to attend a tutorial program to prepare the student for the exam. (75.166 Credit by Examination)

Option 6 - Advanced Placement Examinations

Texas Education Code, Section 21.724 (C) A student in grade level six or above shall be given credit for a subject on the basis of a board approved advanced placement examination in the subject if the student scores in the 90th percentile or above on the examination.

Type 2 Late Enrollee

When a student enrolls after a designated cut-off date (Example: the beginning of the second six weeks of the semester), the following options may be used:

Option 1 - Migrant Tutorial Plan

Students are placed in one or more migrant tutorial classes and regular classes to make up work as recommended by regular counselor based upon date of enrollment.

Option 2 - Auditing Course Work Plan

Auditing students may or may not receive credit. It is the teacher's responsibility to determine whether or not credit is to be awarded. Criteria which should be used in making this determination are as follows:

1. Attendance records
2. Effort shown by the students in attempting to make up the work missed.
3. Success of the students in the classroom work assigned.
4. The teacher's general opinion of the extent to which the students deserve credit. (Appendix D)

Option 3 - Summer School Program

Students may be allowed to complete the remaining course work of the semester and make up the missed course during the summer school session. (Appendix B).

Option 4 - Credit by Examination

Students who demonstrate mastery of over 70% of the Chapter 75 Essential Elements with a 70 or above grade, but who have not been enrolled for the entire grading period due to their migratory lifestyle, may earn credit by examination. The locally devised exam may be the end-of-semester exam. A student may be required to attend a tutorial program to prepare the student for the exam. (75.166 Credit by Examination)

Option 5 - Advanced Placement Examinations

Texas Education Code, Section 21.724 (C) A student in grade level six or above shall be given credit for a subject on the basis of a board approved advanced placement examination in the subject if the student scores in the 90th percentile or above on the examination.

EARLY WITHDRAWAL PROCEDURES

Type 1 Early Withdrawal Student

When a withdrawal occurs prior to a designated cut-off date (Example: the beginning of the 5th grading period, or May 1st, or the 3rd week of the final six weeks), the following may apply:

Option 1 - Transfer to Another School

Student will receive credit only if he/she enrolls in school elsewhere for the remainder of the semester.

Option 2 - Credit Upon Return

Student may receive credit if he/she passes final exams when he/she returns in the fall. (Appendix A)

Option 3 - Early Completion

Student may receive credit if he/she completes course work, assignments, and passes a final exam before he/she leaves. (Appendix E)

Option 4 - Incomplete Grade

Student may receive "incomplete" for the course if ample notice prior to withdrawal is not given. Option 2 may be used to resolve an "incomplete."

Type 2 Early Withdrawal Student

When withdrawal occurs after a designated cut-off date (Example: the beginning of the 5th grading period, or May 1st, or the 3rd week of the final six weeks), the following may apply:

Option 1 - Migrant Tutorial Plan

Student may be required to attend a tutorial session(s) before, during, or after school to make up work that would be missed and to prepare for the final exam to be administered before withdrawal. (Appendix C)

Option 2 - Migrant Personnel Plan

The migrant teacher may secure assignments from the foundation teacher and assist the student in completing them and preparing for the final exam to

Option 3 - Migrant Counselor Plan

The migrant counselor will be the liaison between the student and the foundation teacher. The student's withdrawal grade may be used as the final six weeks grade and the student will take the final exam before he/she withdraws.

Option 4 - Incomplete Grade

Student may receive an "incomplete" in the course and be allowed to take the final exam and receive credit when he/she returns to the district. (Appendix A)

NOTE:

Several schools require the migrant student to notify the migrant counselor (or the designated school personnel) a specific amount of time in advance of his/her intent to withdraw early. When this is done, the student and counselor complete an Early Withdrawal Form (Appendices F-1 and F-3) and copies are given to the student's teachers.

A few schools require that a verification letter (Appendices G-1 and G-2) be returned to the sending Texas school by the withdrawing student before credit is granted. This letter verifies that the student actually migrated.

NOTE: THE FOLLOWING APPENDICES ARE SAMPLES OF EXISTING CREDIT GRANTING POLICIES FOR LATE ENTRY/EARLY WITHDRAWAL STUDENTS. ALL POLICIES ARE EVALUATED ON A YEARLY BASIS AND ADJUSTMENTS ARE MADE TO REFLECT LOCAL AND STATE REQUIREMENTS AND TO MEET THE STUDENTS' NEEDS.

APPENDIX A

DELAYED COMPLETION PLAN

The student must take a migration validation letter with him/her when he/she leaves. The letter must be signed by a school official or employer before it is returned. This letter must be mailed within ten (10) calendar days of withdrawal as proof of migration. The student cannot receive credit for the exams or be eligible to take exams in the fall unless the letter is returned.

Any documents that may verify the student's actual migration (Examples: payroll stubs or a letter from the employer), may be substituted for the migration validation letter.

APPENDIX B

SPRING EVENING/SUMMER COMPLETION PLAN

Early withdrawal from school will be granted ONLY to students who are migrating out-of-district with their parents to pursue temporary or seasonal agriculture- or fishing-related employment.

Any student enrolled in the district who withdraws early may complete any course work and be eligible to receive credit under one of the following plans:

PLAN I

1. The student must complete up to the third week of the 6th six weeks.
2. He/she must complete any course work and assignments required by the teacher.
3. He/she must pass a final examination.
4. All assignments, tests, projects, etc., must be completed before withdrawal, otherwise he/she will receive an incomplete grade for the semester.
5. The student must be cleared to withdraw by the counselor at least two (2) weeks before the withdrawal date.

PLAN II

The student may withdraw at any time, but he/she must enroll in another school and complete the requirements for the second semester. A transcript of completed work must be sent to the sending Texas school immediately upon completion of course work.

NOTE: Students will be permitted to withdraw up to one day before migrating. In extreme emergencies, the principal may permit the student to withdraw earlier.

If a student withdraws for the purpose of migrating and then does not migrate, he/she must return to school within a specified amount of time or he/she will not receive credits for the semester.

Student will not be permitted to withdraw to work locally.

SPRING EVENING COMPLETION PLAN

Students who are unable to complete their spring semester courses prior to withdrawal are encouraged to attend out-of-state spring evening programs.

Program offerings, sites, and dates of operation may be secured by calling the Texas Migrant Interstate Program in Pharr, Texas.

Curriculum and course coordination is encouraged between local education agencies through direct contacts and/or through procedures for transferring MSRTS Secondary Credit Data. These procedures may be obtained through your Regional Education Service Center or the Texas Migrant Interstate Program's Secondary Credit Accrual Manual.

SUMMER SCHOOL OPTION

School districts may operate a state compensatory education summer school to enable students to complete courses for which an "incomplete" was received, or to complete any work missed during the regular school year.

Out-of-state migrant students are provided the opportunity to attend summer evening programs in over 100 sites nationwide. These programs require the direct communication with homebase Texas schools to enable students to complete courses. Additionally, students may be enrolled to remove deficiencies, be remediated for TEAMS testing, and/or complete requirements necessary for graduation at the homebase Texas school.

If your district has local policies or requires special permission for student attendance, out-of-state programs should be so informed. An Interstate Secondary Summer Schools Directory may be obtained through the Texas Migrant Interstate Program in the early spring.

APPENDIX C

MIGRANT TUTORIAL PLAN

1. In order to receive full credit for the school semester, migrant students must attend school through the end of the fifth grading period; and

2. All major assignments of the regular course(s) must be completed; and

3. At least two (2) weeks before migration, (preferably 2-12 weeks) migrant students should meet with a migrant counselor. At that time, students receive a Migrant Information Form (Appendix F-2) to take to their teachers to notify them that the student will be leaving soon. Each teacher must sign it and students must take this form home for a parent signature. After this form is returned, the student will be required to attend one (1) tutorial period during the day before school, during school, or after school. This period will be used for the purpose of making up the work that otherwise would be missed and to prepare them for the final examination. The tutorial teacher will act as a liaison person between teacher and student regarding all assignments to be completed.

For districts not having a tutorial period, all arrangements for completion of assignments for the sixth 6 weeks will be made between the teacher and the student.

APPENDIX D

AUDITING COURSE PLAN

1. LATE ENTRY PROCEDURE

Grade procedures for students who enroll after the first six weeks:

A. Students who enter grades 9-12 after the first six weeks and who have not been enrolled in any other school this year will be considered auditing students.

B. Auditing students may or may not receive credit. It is the teacher's responsibility to determine whether or not credit is to be awarded. Criteria which should be used in making this determination are as follows:

1. Attendance record

2. Effort shown by the student in attempting to make up the work missed.

3. Success of the students in the classroom work assigned.

4. The teacher's general opinion of the extent to which the students deserve credit.

C. Any questions pertaining to the first semester credit should be directed to the migrant counselor. Any exceptions to this regulation must be approved by the building principal.

2. EARLY WITHDRAWAL PROCEDURE

A. If a student leaves school before May 1st, he/she must enroll at another school as soon as possible in order to receive credit for his/her work. A transcript of work completed in the district will be sent to the school in which he/she enrolls upon the request of that school.

B. If a student leaves school after May 1st, five (5) days notice must be given and a parent conference must be held with the migrant counselor. The migrant counselor will then send early withdrawal forms to that student's teachers. Taking into consideration the student's academic performance, behavior, attendance, class participa-

tion, etc., the teacher can then determine the manner by which the student will receive credit for that course. Credit for courses taken may be obtained in one or a combination of the following two methods:

1. The teacher can administer an early final exam (or equivalent exam/assignment) and then give the student his/her final grade.

2. The teacher can decide that the student must take the final exam. The teacher then gives the student a withdrawal grade. The teacher must provide a copy of the final exam and answer key to the migrant office prior to the end of school.

C. Students who must take their final exams may report to a school, county court house, or city hall at their migratory destination and ask that it request his/her final exams from the appropriate high school in the school district. Upon receipt of such request, the exams will be forwarded as soon as they are available from the teacher. The school, county court house, or city hall will administer the exams and return them to the proper high school. The exams will be graded, recorded, and a final grade will be determined by the migrant counselor.

D. If a student does not request his/her exams, he/she may, upon return, be given the semester exams by a migrant counselor provided that he/she is presently enrolled in school.

APPENDIX E

EARLY COMPLETION PLAN

1. Any migrant leaving before May 1st will be eligible for credit if he/she takes exams and passes when he/she returns in the fall or be required to complete the semester at the receiving school.

2. Migrants leaving on or after May 1st will be eligible to take early exams if they follow the procedures listed below:

   a. The migrant student must inform one of the migrant counselors at least one (1) week in advance of withdrawal.

   b. The migrant counselor will inform the teachers of the impending withdrawal of this student during the week prior to the withdrawal.

   c. The parents should come to the migrant counselor's office to verify the withdrawal as soon as possible. If not possible, the counselors will contact the parents by phone or have the community aide make a home visit.

   d. A form (Appendices F-1, F-2, F-3) may be completed documenting that the student has followed proper procedures.

The student's withdrawal grade will become the 6th six weeks grade. They will also be required to take a final exam. Teacher option:

   a. Final exams can include all essential elements for the semester. If so, the teacher should work with that student before or after school or send the student to a tutor.

   b. Final exams can cover only material covered up to the time when the student withdraws.

APPENDIX F
SAMPLE EARLY WITHDRAWAL FORMS

APPENDIX F-1

Date_____

F R O M : Migrant Counselor

SUBJECT : Early Withdrawal

T O : _____ Course _____

Your student, _____ ID#_____, will be migrating in approximately five (5) days. Student will withdraw on _____. A home visit has been made to confirm this early departure. In accordance with our new guidelines on early departures, each teacher can determine the manner by which a student will receive credit for that course. Before making that decision, teachers should consider such things as:

1. Academic Performance
2. Attendance
3. Attitude
4. Behavior

Please indicate which of the following should apply for this student and return this form to the migrant counselor.

_____I will administer an early final exam (or equivalent exam or assignment) and his/her final second semester grade is _____.

_____I want this student to take the final exam. His/her withdrawal grade is _____. I will provide a copy of the final exam and answer key to the migrant office prior to the end of school.

_____ _____

Migrant Counselor Teacher Signature

APPENDIX F-2

MIGRANT INFORMATION FORM

STUDENT'S NAME:_____ GRADE:_____

HOME ADDRESS:_____ PHONE #:_____

_____ DATE:_____

CITY & STATE STUDENT PLANS TO MIGRATE TO:_____

DATE STUDENT PLANS TO WITHDRAW FROM SCHOOL:_____

NOTE: 1. If student withdraws from school and does not leave the school district, he/she will not receive credit for their classes. If the student's family has a good reason for not leaving the school district on the date listed above, his/her parents must contact _____

2. Students withdrawing from school during the fifth six weeks must attend school in the receiving state to receive credit for their classes. Student completing their work during the fifth six weeks may receive credit at the teacher's discretion.

3. Students withdrawing from school during the sixth six weeks must complete all classwork and take a final exam in order to receive credit for their classes, or attend school in the receiving city and state.

4. This form must be filled out and returned to _____ at least two (2) weeks before the student plans to withdraw from school.

TEACHER'S SIGNATURE:

EARLY CLASS:_____ 4TH PERIOD:_____

1ST PERIOD :_____ 5TH PERIOD:_____

2ND PERIOD :_____ 6TH PERIOD:_____

3RD PERIOD :_____ 7TH PERIOD:_____

_____ _____

Migrant Counselor Parent's Signature

AFTER STUDENT COMPLETES THIS FORM, IT MUST BE RETURNED TO:

_____

APPENDIX F-3

PROCEDURES FOR EARLY MIGRANT WITHDRAWAL

NAME:_____ ID#:_____ GRADE:_____ DOB:_____

PARENT'S NAME:_____ PHONE #:_____

ADDRESS:_____

MIGRANT STATUS:_____

A. Date of withdrawal:_____

B. Migrant Counselor contacted (Date):_____

C. Teachers contacted (Date):_____

D. SCHEDULE:

	COURSE:	TEACHER:
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

E. Date to administer exams:_____

F. Verification of family leaving the area (Date):_____

Reason:_____

Verified by:_____ Phone___ Home Visit___ Parents___

Migrant Counselor - _____ 9th Grade

_____ 10th Grade

_____ 11th Grade

_____ 12th Grade

I understand the early exam procedures to be followed in order to be eligible for early exams. If I do not follow these procedures, I will not be eligible and must take my exams in the fall within 3 days of returning to school.

_____ _____

Student's Signature Date

APPENDIX G

SAMPLE VERIFICATION OF MIGRATION FORMS

APPENDIX G-1

_____HIGH SCHOOL

_____,TEXAS

_____
Date of Withdrawal

TO: High School Principal

RE: Name_____ Date of Birth_____

Parent's Name_____ Grade_____

Dear Sir:

Some students from _____ High School have found it necessary to leave the school district early because of family contracts for employment. In the case of students who have had satisfactory grades, attendance, and behavior up to the time of withdrawal, we are making every effort to keep from penalizing the students because of their family emergencies and/or commitments.

Students leaving on or after May 1st in search of migratory type work may obtain credit for satisfactory work done at our high school **PROVIDED WE RECEIVE VERIFICATION** that they have indeed moved away from our district in order to obtain agricultural or agriculturally related work. We have instructed the student whose name appears on this letter to go to the nearest high school and ask the principal to sign and mail to us this letter of verification. **This must be done within ten (10) calendar days from date of withdrawal.**

Although we encourage our migrant students to attend school wherever they go, all we require is that this letter be mailed back to us by a school principal. Your cooperation in our endeavor to serve the students at _____ High School is greatly appreciated by the administration as well as by the students and parents involved.

Sincerely yours,

_____ Principal _____ Migrant Counselor

_____ High School _____ High School

****

STUDENT'S NAME:_____ DATE:_____

ENROLLED:_____ REPORTED BUT DID NOT ATTEND_____
(Please check one)

NAME OF SCHOOL:_____ CITY:_____

STATE:_____ SIGNATURE OF PRINCIPAL:_____

APPENDIX G-2

_____ INDEPENDENT SCHOOL DISTRICT

_____, TEXAS

_____
Superintendent of Schools

VALIDATION OF MIGRANT STATUS

NAME:_____ DATE OF BIRTH:_____

GRADE: _____ WITHDRAWAL DATE: _____

is a student of _____ High School in _____, Texas, and has withdrawn before the end of the school year. In order for us to complete this student's academic record and/or in order for the student to be eligible for exams, the student must have this form signed by a school official or his/her employer. This form must be mailed back to _____ High School within 10 days of withdrawal. (The student must supply the postage.) It is not necessary for the student to enroll in school after May 1st.

The above named student appeared on: (fill in one only)

_____ Date	_____ Date
_____ Signature of Employer	_____ Signature of School Official
_____ Business	_____ School

Please mail to: _____ High School

_____

_____ Texas 00000